

SOLICITATION NUMBER TIRNO-04-R-00017

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J – LIST OF ATTACHMENTS

J.15 TASK ORDER PLACEMENT PROCEDURES

J.15.1 INTRODUCTION

Pursuant to Federal Acquisition Regulation (FAR) 16.505(b), Orders under Multiple Award Contracts, the following procedures and selection criteria will be used to provide multiple awardees a fair opportunity to be considered for each order under TIPSS-3.

J.15.2 REQUIREMENT'S DEFINITION

The Government customer and the Requirements Development Team (RDT) within the TIPSS Program Office precede all task order awards with the development of a requirements package. Treasury Bureaus and all other agencies authorized to use TIPSS-3 may elect for the IRS to conduct task order negotiation, award, administration, performance assessment and closeout.

J.15.3 CONTRACTOR SELECTION PROCEDURES

These Task Order placement procedures are outgrowths of experience under the predecessor contracts and as mandated by FAR 16.505(b). They are intended to accommodate real and significant differences between Treasury requirements in a manner consistent with law and regulation.

They thus recognize highly differentiated requirements, and enable the Contracting Officer to exercise broad discretion as mandated by FAR 16.505(b). If a task order is identified as fitting within one of the three Principle Task Areas (ISS, SSS, SBS) under which award to a particular contractor was made, then only those contractors awarded under that particular Principle Task Area will be considered for issuance of the task.

Major differences in the character of individual technical requirements will lead to different types of appropriate selection methodologies. The Contracting Officer, in consultation with the RDT Facilitator and customer, will determine and use the procedures that are in the Government's best interests. Oral proposals may be solicited as a part of any of the methodologies outlined below.

Task order technical requirements can be generally characterized and procedurally sorted as follows. The Government may use any one methodology described below, or combination thereof, for any requirement under the contract regardless of dollar value and scope. Selection criteria include, but are not limited to, such factors as past performance, quality of deliverables, cost control, price, cost, CMMI® Level 2 status, or other factors that the Contracting Officer believes are relevant to a prospective task

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order(s) placement procedure and award:

(a) REQUEST FOR TASK RESPONSE (RTR)

The RTR is the most commonly used selection procedure. This procedure is generally used for requirements of moderate complexity and estimated dollar amount. Relatively common, well-known technology and the interest of multiple firms are usually involved. This procedure is anticipated to be used when many or most contract awardees possessing the required skills and technology should be able to perform successfully, and when relatively minor subcontracting is involved. Typical characteristics include relatively well-known technology, multiple firms having established capabilities, and a minor amount of subcontracting is necessary. The solicitation package (i.e., the announcement) includes the e-mail to Contractors, the RTR form, the SOW, and the Labor Hour Estimate Worksheet.

(b) REQUEST FOR TASK COST PROPOSAL (RTCP)

A competitive procedure used for complex acquisitions with higher dollar amounts. The acquisitions under this procedure are expected to involve more complex skill sets, sophisticated technology, or major subcontracting effort. The effort may have a significant impact on the TIPSS customer organization and be critical to its success. The solicitation package (i.e., the announcement) includes the e-mail to Contractors, the RTCP form (*rtcp-form.doc*), and SOW. The Contractor's response would include a technical and full cost proposal.

(c) SINGLE SOURCE

Per FAR 16.505(b)(2), award may be made on a single source basis under the following conditions if the Contracting Officer determines that:

- (1) the agency need for the particular services is of such urgency that providing all contract awardees an opportunity to be considered would result in unacceptable delays, or
- (2) only one contract awardee is capable of providing the services at the level of quality required because the services to be ordered are unique or highly specialized, or
- (3) the Task Order is to be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an Order already issued under the contract, if all awardees were given a fair opportunity to be considered for

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the original Order, or

(4) it is necessary to place an Order to satisfy a minimum guarantee.

The Contracting Officer will document the appropriate exception used to issue task orders under the Single Source Methodology.

J.15.4 REQUEST FOR INFORMATION (RFI)

The RFI is similar to the RTR process. It is used to gather information on capabilities of TIPSS Contractors' abilities in specific task areas. Typical characteristics include relatively well-known technology, multiple firms having established capabilities, and a minor amount of subcontracting is necessary. The solicitation package (i.e., the announcement) includes the e-mail to Contractors, the RTR form and the SOW. No awards will be issued as a result of an RFI.